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MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT : Distribution and Control of Personnel
Statistical Reports

REFERENCE : Memo from AD/P to A-DD/A, dtd 19 May 54,
subject as above

1. The requirements of the DD/A organization for statistical data of a personnel nature have been carefully studied pursuant to the request contained in referenced memorandum. The recommendations of this Office for the distribution of the various reports within the DD/A organization are summarized in the following paragraphs.

2. The copy of the Monthly Personnel Statistical Review which has been forwarded to the Office of the Comptroller may be discontinued. The Office of the Comptroller has access to the copy furnished to the Budget Division, and this arrangement will adequately serve the needs of both Offices.

3. It is essential that a copy of the Agency Quarterly Consultant Report be forwarded to the Office of the Comptroller. This report, in addition to the others already received by the Office of the Comptroller, is needed in the preparation of budget estimates and justifications.

4. The information supplied in the Agency Quarterly Consultant Report is of great importance to the Management Staff in connection with its overall responsibilities for Agency manpower controls. I am asking that the Management Staff be included among the Offices receiving this quarterly report.

5. With the one deletion mentioned in paragraph 2, and the additions requested in paragraphs 3 and 4, it is recommended that the distribution of reports listed in referenced memorandum be continued.

cc: ✓ Comptroller
Chief, Management Staff

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L. K. WHITE
Deputy Director
(Administration)

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19 SEP 1954

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